

# BOARD OF LICENSING OF AUCTIONEERS INFORMATION BROCHURE

## EXAMINATION APPLICATION AND FEES

Your application for the examination must be submitted with a fee of \$100.00 made payable to the **Maine State Treasurer**.

## EXAM PROCESS

### **Information for all exam applicants:**

1. The completed application must be submitted with the examination fee at least 2 weeks before the scheduled exam date.
2. Applicant is mailed an examination admission letter approximately two weeks before the exam.
3. The Board administers the examination.
4. Examination results are mailed within one week to the applicant.
  - Passing applicants receive exam results and information for licensing (see reverse.)
  - Failing applicants receive re-examination information with exam results.

**All examinations will be held at the Gardiner Annex, Gardiner, Maine. For a list of dates please visit the Board of Licensing of Auctioneers website at [www.maineprofessionalreg.org](http://www.maineprofessionalreg.org).**

## ADMISSION TO THE EXAM

An admission letter will be mailed approximately 2 weeks before the exam to each approved applicant who has submitted a complete exam application and correct fees prior to the deadline. The letter will show the specific date, time and location of the exam.

Only pre-registered applicants will be admitted to the exam. No walk-in applicants will be admitted.

Those applicants not appearing for their scheduled exam will forfeit their exam fees.

**If you have not received an admission letter two days before the exam date, contact the Board of Licensing of Auctioneers immediately at (207) 624-8521 or email [deborah.a.fales@maine.gov](mailto:deborah.a.fales@maine.gov).**

## WHAT TO BRING TO THE EXAM

Be sure to bring one official photo bearing identification (such as a driver's license).

## DESCRIPTION OF EXAMINATIONS

Exams are **closed book** consisting of 50 multiple-choice and true/false questions. The questions are taken directly from the statute and regulations of the Board of Licensing of Auctioneers. The minimum score required to pass is 80%.

## CONTENT AREAS

- |                                   |                          |                         |
|-----------------------------------|--------------------------|-------------------------|
| -Standards of Professional Ethics | -Definitions             | -Contracts              |
| -Conditions of Auction Sales      | -Exemptions              | -Licensing              |
| -Limitation on Sale of Property   | -Board Practice          | -Unprofessional Conduct |
| -Technical Standards of Practice  | -Uniform Commercial Code |                         |

## REFERENCES FOR STUDY

[Auctioneer Statute Title 32, Chapter 5-B](#) and [Auctioneer Rules](#), [Uniform Commercial Code](#).

## EXAM RESULTS AND LICENSURE INFORMATION

Your score is based on the number of questions you answer correctly. **You will not be given credit for any question which has been answered incorrectly, which has been left blank, or which has more than one answer marked.**

Your results will be mailed within one week after the exam date. To insure confidentiality, exam scores will not, under any circumstances, be given over the telephone.

Passing exam applicants are required to submit proof of a \$10,000 surety bond with the completed license application, a criminal records check form and a total fee of \$190.00 made payable to Maine State Treasurer.

### **Additional information for non-resident applicants:**

1. All non-resident applicants must submit an Irrevocable Consent form with the license application. Please call the office at (207) 624-8521 or Email [deborah.a.fales@maine.gov](mailto:deborah.a.fales@maine.gov) if you do not receive this form with the exam results.
2. Applicants licensed in another state must provide a certificate of good standing from every state in which they are currently licensed with the license application.

**Please notify the Board of any change of address.**